DOCUMENT RESUME

ED 403 545 CS 012 695

AUTHOR Weber, David
TITLE 19 Word List and Reading Exercises [and] Guide for Materials.
PUB DATE [97]
NOTE 22p.
PUB TYPE Guides - Classroom Use - Teaching Guides (For Teacher) (052) -- Guides - Classroom Use - Instructional Materials (For Learner) (051)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Adult Basic Education; *Adult Literacy; Class Activities; *Functional Reading; Reading Comprehension; Reading Skills; Short Stories; Teaching Methods; Tutoring; Writing Exercises; Writing Skills
IDENTIFIERS *Words

ABSTRACT

This paper presents a series of reading and writing activities centered around a 19-item word list suitable for use in tutoring adults. The activities in the paper involve short stories, writing exercises, and take-home exercises. Included with the activities is a guide that presents, in addition to the word list and the exercises, instructions for tutors in implementing the activities and comments about the activities. (RS)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

CS

ED 403 545

GUIDE FOR MATERIALS
"19 Word List and Reading Exercises"

David Weber
Volunteer-Literacy Services of Wisconsin

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

D. Weber

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

AS012695

BEST COPY AVAILABLE

1. Each member of the group reads the words on the list out loud. After each member has read the list, the entire group reads the list together.

1. document
2. sign
3. signature
4. election
5. government
6. household
7. value
8. expenses
9. budget
10. employment
11. deadline
12. completely
13. crisis
14. emergency
15. dose
16. dosage
17. amount
18. cost
19 explain

The repetition helps the group members become familiar with the words,

and reading the words as a group promotes working as a team to overcome apprehensions when confronting new and perhaps difficult words. Group members keep the list to study the words, and to use in assignments and activities based on the words on the list.

2. The words on the list are used in sentences. Group members alternate reading the sentences out loud as a reading exercise.

1. A will is a legal document.
2. Read the document before you sign it.
3. If you sign something, your signature can make it legal.
4. Before you vote in the election, the judge at the poll will ask for your signature.
5. The election will tell us who will lead the government.
6. How many people are in your household?
7. Look for good value when you shop.
8. What are the major expenses of your household?
9. It is a good idea to have a budget.
10. The caseworker told Tom to find employment.
11. Tom had a deadline for finding a job.
12. Fill out the form completely before you turn it in.
13. Losing your job can lead to a crisis.
14. If Tom does not get a job, he will have to find emergency housing.
15. A single dose means one at a time.
16. The dosage is the amount taken at one time.
17. Medicine can cost a large amount of money.
18. The cost of getting sick can include missing work.

19. If you miss work, you must explain why you missed work.

As group members read through the sentences, words from the list can be explained using synonyms. Each sentence can also serve as a launcher for group discussion, with the facilitator asking group members if they can relate to the ideas in the sentence, or if group members have had experiences similar to those in the sentences; group members often exhibit more enthusiasm when they can personally relate to subject matter. Creativity and flexibility offer a wide range of options for discussion.

3. The words on the list are incorporated in a short story, with many of the words repeated throughout the story. Group members read the story aloud as a reading exercise.

Your Signature On A Document

Whenever you have to sign a document, read the document over completely and very carefully. Putting your signature on the document means you are going along with what is written in the document. Sometimes your signature on the document means you are going to buy something over time in a club, buy insurance or some other services, or a big household item. Sometimes your signature gives other people the right to look over other documents about your life, such as medical records, credit records, and other government records. Sometimes your signature on a document means you agree to follow certain rules listed in the document.

Your signature can also give another person a release from his or her having anything to do with what happens to you after you sign the document. A doctor may have you sign a document that says you understand what the doctor is telling you, how the doctor may treat you, or do emergency surgery. The document may say that you understand the medicine you have to take. Understanding medicine can include the side effects of a dosage of medicine, and the dose you should take every day.

There are many ways you can get into a crisis if you sign your signature without reading a document carefully and completely. You may have to spend a large amount of money to get out of what your signature means on a document. The expenses of legal help can hurt a household budget. You may have to take time off from your place of employment to take care of a problem from your signature on a document.

The cost of a signature can be high. Be careful not to sign a document just to beat a deadline if you are not sure of what the document means. Have somebody explain the document to you if you are not sure of what the document means. And sign the document only after you are sure of what the document will mean to your life.

Repeated exposure to the words on the list enhances retention. The short story also serves as a life skills lesson about the importance of a signature on a document, including documents about medical matters. The facilitator should encourage group members to ask for assistance before signing something they may have trouble reading. Here again is an opportunity for group members to discuss life experiences related to the subject matter, or ask questions about particulars they may not be clear on.

4. Group members are assigned homework, which is brought back one week later to the next session.

* Read the story "Your Signature On A Document" again. What two words from the 19 words on the list are NOT in the story?

* Put the words from the list in alphabetical order.

* Think about a story you can tell the class about a document that you had to sign.

Homework induces group members to read at home. The homework assignment is designed in part as a problem solving exercise; goals for group members include learning to do step by step problem solving and lessening inhibitions to overcome obstacles in learning. Putting words in alphabetical order is a practical skill which can be transferred to the phone book or dictionary. Sharing experiences in class gives each member a chance to participate, creates bonding and support among members, and enhances social skills. During the session the homework is returned, the assignment is thoroughly reviewed with the entire group participating. The facilitator can demonstrate various ways the answers to the homework could have be found (i.e. problem solving).

5. The words from the list are incorporated into a second short story. The story is read aloud in class as a reading exercise.

The Book Club

The deadline was in one week, and Tom still had not sent back his answer to the book club. The first two books will only cost $2.95, and the other ten books will cost the regular price. Tom read the book club document completely, and he still did not know what amount the regular price of the ten other books was. If the price was not much more than the first two books, Tom thought, the books would be a good value.

Tom wanted the books. He put his signature on the book club card, and sent the card to the book club. Tom did not think the books would cost too much. Tom looked at his expenses, and thought he had money in his budget to pay for the books.

The first two books came in the mail. The books were about government history. Tom was happy and read the books. He had the $2.95 each book cost, and sent in the payment on time. The books added fun to the household.

The third book came in the mail. The book was about the next election for president. Tom was happy and read the book. But then the bill came for the third book. The third book was the regular price of $24.95! Tom was not happy any more. Tom called the book club to stop any more books from being sent. Tom did his best to explain he did not know the books regular price was $24.95. The book club told Tom that he had put his signature on the book club card, and that he would have to pay for all the books.

Tom has a crisis. The money Tom makes from his employment is not a lot. But Tom still has to pay $24.95 each for ten books. The ten books will cost almost $250.00. Tom will have to change his budget to pay for the books. Tom is mad at himself for making the choice to sign the book club card. Tom is getting a dose of reality for not being careful before putting his signature on the book club order card.

Tom will still read his new books. But Tom will be very careful the next time he puts his signature on the order card for something he wants to buy.

In the second short story the words are again repeated throughout the story to aid retention. The life skills lesson deals with mail order offers and how signatures can lead to serious financial consequences. Group members are invited to share any similar experiences and participate in group discussion.

6. Group members are assigned homework, which is brought back one week later to the next session.

*Read the short story "The Book Club". Circle the words from the list that are in the story.

*What two words from the list are not in the story?

*Did you ever get something in the mail that was for something like a book club? What did you do with the club offer?

The homework assignment is designed in part as a problem solving exercise and requires group members to re-read the story closely. During the session the homework is returned, the assignment is thoroughly reviewed with the entire group participating; the facilitator can incorporate a discussion about the importance of understanding merchandise offerings as well as demonstrate various ways the answers to the homework could have been found (i.e. problem solving).

7. Group members are assigned homework, which is brought back one week later to the next session.

*Match one of the words from the 19 words on your list to the sentence below.

1. Dial 911 if this happens. _____
2. The price of something. _____
3. Get the most from each dollar you spend. _____
4. City, county, state,and federal. _____
5. Legal important paper. _____
6. The amount of medicine taken at one time. _____
7. Tell someone about something. _____
8. Do all of the job. _____
9. People who live together make up this. _____
10. Where you work is a place of this. _____
11. Add the money up, and you get the total. _____
12. In November, the U.S. has one. _____
13. Big trouble that can change the way we live. _____
14. Every household has these. _____

15. Time limit. _____

16. Set up this to keep track of money. _____

17. If you put this on a document, it is legal. _____

18. The amount taken at one time. _____

19. Read anything before you do this. _____

Similar to the strategy used in a crossword, this assignment induces reading at home; the words from the list are repeated once again for retention.
The facilitator reviews the answers with participation from the group.

8. Group members are also given spelling tests on the words on the list.

9. Group members are assigned homework, which is brought back one week later to the next session.

*Choose a word from the word list to complete each sentence in the story.

Mr. Smith was not feeling good. He took a _____ of medicine and went back to work. Mr. Smith did not like to miss work. The _____ of getting sick and missing work is something the family _____ can not afford.

Mr. Smith still did not feel good after he took his medicine. Mr Smith called his boss over to _____ why he had to go home. Mr. Smith had a nice boss at his place of _____. The boss told Mr. Smith to _____ out and go home.

Mr. Smith did not want to go home. He will lose money if he is not at work. The Smith _____ has many_____ But Mr. Smith did go home. He was very sick.

Mr. Smith called the doctor. He told the doctor: "This is an _____! I am very sick. I had to go home from my job". The doctor told Mr. Smith to come in to the office.

Mr. Smith went to see the doctor. The doctor told Mr. Smith he was going to change his _____ of medicine. The doctor also told Mr. Smith to get some rest, and to not go to work until Mr. Smith was _____ healthy. The doctor told Mr. Smith: "If you _____ your health, you will not put a _____ on when to get better". The doctor put his _____ on a _____ that Mr. Smith will give to his boss. This paper will tell the boss why Mr. Smith was not at work.

Mr. Smith did what the doctor said. Mr. Smith got better in a few days, and the _____ was over. The short _____ of time Mr. Smith did not go to work is nothing when his health was at risk.

*What two words were not used from the list?

1.

2.

The homework uses the same 19 words from the list for retention purposes. The homework involves problem solving, and also tells a story about the cost of leaving a job when getting sick.

CS

"19 Word List and Reading Exercises"

David Weber
Volunteer-Literacy Services of Wisconsin

Name_____

1. document
2. sign
3. signature
4. election
5. government
6. household
7. value
8. expenses
9. budget
10. employment
11. deadline
12. completely
13. crisis
14. emergency
15. dose
16. dosage
17. amount
18. cost
19. explain

Name_____

1. A will is a legal document.
2. Read the document before you sign it.
3. If you sign something, your signature can make it legal.
4. Before you vote in the election, the judge at the poll will ask for your signature.
5. The election will tell us who will lead the government.
6. How many people are in your household?
7. Look for good value when you shop.
8. What are the major expenses of your household?
9. It is a good idea to have a budget.
10. The caseworker told Tom to find employment.
11. Tom had a deadline for finding a job.
12. Fill out the form completely before you turn it in.
13. Losing your job can lead to a crisis.
14. If Tom does not get a job, he will have to find emergency housing.
15. A single dose means one at a time.
16. The dosage is the amount taken at one time.
17. Medicine can cost a large amount of money.
18. The cost of getting sick can include missing work.
19. If you miss work, you must explain why you missed work.

Your Signature On A Document

Whenever you have to sign a document, read the document over completely and very carefully. Putting your signature on the document means you are going along with what is written in the document. Sometimes your signature on the document means you are going to buy something over time in a club, buy insurance or some other services, or a big household item. Sometimes your signature gives other people the right to look over other documents about your life, such as medical records, credit records, and other government records. Sometimes your signature on a document means you agree to follow certain rules listed in the document.

Your signature can also give another person a release from his or her having anything to do with what happens to you after you sign the document. A doctor may have you sign a document that says you understand what the doctor is telling you, how the doctor may treat you, or do emergency surgery. The document may say that you understand the medicine you have to take. Understanding medicine can include the side effects of a dosage of medicine, and the dose you should take every day.

There are many ways you can get into a crisis if you sign your signature without reading a document carefully and completely. You may have to spend a large amount of money to get out of what your signature means on a document. The expenses of legal help can hurt a household budget. You may have to take time off from your place of employment to take care of a problem from your signature on a document.

The cost of a signature can be high. Be careful not to sign a document just to beat a deadline if you are not sure of what the document means. Have somebody explain the document to you if you are not sure of what the document means. And sign the document only after you are sure of what the document will mean to your life.

NAME_____

*Read the story "Your Signature On A Document" again. What two words from the 19 words on the list are NOT in the story?

*Put the words from the list in alphabetical order.

*Think about a story you can tell the class about a document that you had to sign.

The Book Club

The deadline was in one week, and Tom still had not sent back his answer to the book club. The first two books will only cost $2.95, and the other ten books will cost the regular price. Tom read the book club document completely, and he still did not know what amount the regular price of the ten other books was. If the price was not much more than the first two books, Tom thought, the books would be a good value.

Tom wanted the books. He put his signature on the book club card, and sent the card to the book club. Tom did not think the books would cost too much. Tom looked at his expenses, and thought he had money in his budget to pay for the books.

The first two books came in the mail. The books were about government history. Tom was happy and read the books. He had the $2.95 each book cost, and sent in the payment on time. The books added fun to the household.

The third book came in the mail. The book was about the next election for president. Tom was happy and read the book. But then the bill came for the third book. The third book was the regular price of $24.95! Tom was not happy any more. Tom called the book club to stop any more books from being sent. Tom did his best to explain he did not know the books regular price was $24.95. The book club told Tom that he had put his signature on the book club card, and that he would have to pay for all the books.

Tom has a crisis. The money Tom makes from his employment is not a lot. But Tom still has to pay $24.95 each for ten books. The ten books will cost almost $250.00. Tom will have to change his budget to pay for the books. Tom is mad at himself for making the choice to sign the book club card. Tom is getting a dose of reality for not being careful before putting his signature on the book club order card.

Tom will still read his new books. But Tom will be very careful the next time he puts his signature on the order card for something he wants to buy.

Name_____

*Read the short story "The Book Club". Circle the words from the list that are in the story.

*What two words from the list are not in the story?

*Did you ever get something in the mail that was for something like a book club? What did you do with the club offer?

Name_____

***Match one of the words from the 19 words on your list to the sentence below.**

1. Dial 911 if this happens. _____
2. The price of something. _____
3. Get the most from each dollar you spend. _____
4. City, county, state,and federal. _____
5. Legal important paper. _____
6. The amount of medicine taken at one time. _____
7. Tell someone about something. _____
8. Do all of the job. _____
9. People who live together make up this. _____
10. Where you work is a place of this. _____
11. Add the money up, and you get the total. _____
12. In November, the U.S. has one. _____
13. Big trouble that can change we the way live. _____
14. Every household has these. _____
15. Time limit. _____
16. Set up this to keep track of money. _____
17. If you put this on a document, it is legal. _____
18. The amount taken at one time. _____
19. Read anything before you do this. _____

NAME_____

*Choose a word from the word list to complete each sentence in the story

Mr Smith was not feeling good. He took a _____ of medicine and went back to work. Mr. Smith did not like to miss work. The _____ of getting sick and missing work is something the family _____ can not afford.

Mr. Smith still did not feel good after he took his medicine. Mr. Smith called his boss over to _____ why he had to go home. Mr. Smith had a nice boss at his place of _____. The boss told Mr. Smith to _____ out and go home. Mr. Smith did not want to go home. He will lose money if he is not at work. The Smith _____ has many _____. But Mr. Smith did go home. He was very sick.

Mr. Smith called the doctor. He told the doctor: "This is an _____! I am very sick. I had to go home from my job". The doctor told Mr. Smith to come in to the office.

Mr. Smith went to see the doctor. The doctor told Mr. Smith he was going to change his _____ of medicine. The doctor also told Mr. Smith to get some rest, and to not go to work until Mr. Smith was _____ healthy. The doctor told Mr. Smith: "If you _____ your health, you will not put a _____ on when to get better". The doctor put his _____ on a _____ that Mr. Smith will give to his boss. The paper will tell the boss why Mr. Smith was not at work.

Mr. Smith did what the doctor said. Mr. Smith got better in a few days, and the _____ was over. The short _____ of time Mr. Smith did not go to work is nothing when his health was at risk.

*What two words were not used from the list?

1.

2.